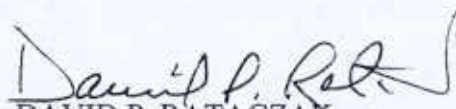


<b>ARIZONA</b> Department of Emergency and Military Affairs  <b>POLICY LETTER</b>	<b>POLICY LETTER NO. 10.08</b>	
	<b>DATE 7 JUL 99</b>	<b>OPR DEMA-TAG</b>
<b>SUBJECT:</b> Visits by or Invitations To General Officers and VIPs	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	

1. Occasionally, units of the National Guard of Arizona will receive visits by general officers or other dignitaries, either from Arizona or outside of the state. There are occasions when it is desirable to extend an invitation to VIP's to attend a ceremony, Open House, dinner, etc.
2. Letters of invitation may be addressed from the commander of the unit, but are to be routed through The Adjutant General before they are sent. Such letters should be accompanied by an itinerary or other pertinent information so that The Adjutant General may be fully informed regarding plans for the activity. No invitations should be extended without authorization from the Office of the Adjutant General.
3. As soon as a unit commander receives information that a general officer or other VIP is expected, the Office of The Adjutant General will be informed, and information regarding the visit, i.e., reason/purpose, arrival and departure, times and modes of travel, etc., should be provided, with follow-up information as it is obtained.



DAVID P. RATA CZAK  
Major General, AZ ARNG  
The Adjutant General